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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 4 March 1958

FROM : Chief, Clerical Training

SUBJECT: Report Number 9, Week of 25 February - 3 March 1958

1. Numbers in Clerical Induction Training. During the week of 24 February there were 33 people in Clerical Induction Training. Of those 5 were entering for the first time.

2. Numbers in Clerical Orientation Training. The Clerical Orientation program was not held the week of 25 February. The Office of Personnel indicated that there were not enough trainees ready for assignment to warrant holding the Orientation classes. The instructors utilized this time in developing plans for possible broadening of the scope of the Clerical Orientation Program.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 25 February were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	2	0
Typewriting	4	1

Office gave an interesting and most enlightening briefing on the

Document No. 067 35NO CHANGE in Class. ☒☐ DECLASSIFIED

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